



AME Salon and Spa is in search of a professional, customer service focused individual for the position of Salon and Spa Coordinator (Front Desk Receptionist and/or Call Center Associate.)

Duties:

- Check guests' in/out for their scheduled appointments.
- Answering phones professionally and courteously to schedule appointments and handle guests questions and concerns.
- Assist guests with product sales.
- Actively promote salon programs and promotions.
- Provide accurate and timely responses to all guest requests ensuring complete customer satisfaction.
- Perform administrative duties.
- Regularly attend and participate in ongoing training and team meetings.

Requirements:

- Excellent work ethic and telephone and customer service skills. Ability to remain composed and focused in a fast-paced environment.
- Client focused with excellent interpersonal, communication, listening and customer service skills.
- Strong computer skills.
- Professional appearance and demeanor.
- Enjoy working with people and possess a friendly and outgoing personality.
- Flexibility to work a variety of shifts including days, nights, weekends, holidays and special events.

Not required, but helpful:

Previous experience as a Salon & Spa Coordinator Experience with Millennium Salon Software.

Benefits:

- Hourly wage
- Paid vacation time (for full-time applicants) Health benefits and supplemental insurance plans available Service and retail discounts
- Growth opportunities

To apply, please complete our job application and submit your resume to lauren@amesalonandspa.com